

Charity Registration No. 1104094

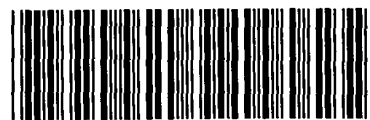
Company Registration No. 4533442 (England and Wales)

## **HIBISCUS INITIATIVES**

**(A Company limited by guarantee not having a share capital and a registered charity)**

### **TRUSTEES' REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2016**



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**HIBISCUS INITIATIVES**

**(A Company limited by guarantee not having a share capital and a registered charity)**

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**HIBISCUS INITIATIVES****(A Company limited by guarantee not having a share capital and a registered charity)****LEGAL AND ADMINISTRATIVE INFORMATION**

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Trustees	Elizabeth Hogarth Geraldine McLeod Anne-Marrie Whittaker Helen Easton Anne Stephens Rachel Youngman (Chair) Sara Khan Margaret Crisell Becky Shepherd
Chief Executive	Adrienne Darragh
Secretary	Anne-Marrie Whittaker
Charity Number	01104094
Company Number	04533442
Principal address & Registered office	Resource for London 356 Holloway Road London N7 6PA
Auditors	Myrus Smith Chartered Accountants Norman House 8 Burnell Road Sutton Surrey SM1 4BW

## **HIBISCUS INITIATIVES**

**(A company limited by guarantee not having a share capital and a registered charity)**

### **REPORT OF THE TRUSTEES**

**FOR THE YEAR ENDED 31 MARCH 2016**

The Trustees present their Report and Financial Statements for the year ended 31 March 2016.

#### **Legal Status**

Hibiscus Initiatives, formerly Female Prisoners Welfare Project Hibiscus, is a company limited by guarantee without share capital incorporated on 12 September 2002 and registered with the Charity Commission on 2 June 2004 as a charity. Its governing rules are its Memorandum and Articles of Association. Prior to its incorporation the charity had operated since 1986 as an unincorporated charity under the name Female Prisoners Welfare Project and changed its name to Hibiscus Initiatives by special resolution on the 9th September 2013, which was announced at its AGM on the 21st October 2013. The Articles of Association were reviewed and updated during 2014 and the new Articles formally adopted in October 2014.

#### **Objectives of the charity and principal activities of our work**

The objectives and principle activities of the Hibiscus Initiatives, hereinafter referred to as Hibiscus, are divided into four *strands* *Advocacy and Advice in Prisons; International Resettlement; Community and Volunteers* and *the Anti-Trafficking project*. A further objective is to conduct research and manage campaigns that raise awareness of the issues faced by our clients with a view to influencing policy makers. The organisation exists to provide advocacy, advice, support and specialist services to empower our clients to enable informed choices and positive change. Support can include help to access legal advice/representation, family issues, social services, housing, mental health and well-being, education and training and settling into the community either here or back in their home countries.

Hibiscus retains its primary focus on working with women; however, in 2013 our reach was extended to work with some men in custodial settings where such provision is of strategic relevance and complimentary to our services for women. This currently includes work with men in HMP Peterborough and the Heathrow Immigration Removal Centres. Hibiscus' clients are mainly foreign and EEA nationals but from time to time the organisation also works with women from the UK's Black and Ethnic Minority and Refugee community (BMER). Over nearly 30 years of existence, Hibiscus has become known as a leader in providing the specialist expertise and experience needed to support foreign nationals, particularly women, affected by the criminal justice and immigration systems in the UK.

#### **Achievements and Performance**

The 2015-16 financial year has been a successful one for Hibiscus. We have responded to the continuing rise in demand for our services, while maintaining high quality service delivery. We have achieved growth in some areas, developed the breadth and depth of some of our projects and foundations have been laid for an exciting new community initiative planned in the coming year. This year has also been one of the most challenging and demanding faced by the organisation, due to a combination of external factors. Continued economic austerity has seen increasing cuts to the key services needed by our clients. The full impact of the Transforming Rehabilitation yet-to-be-embedded systems change was felt this year: navigating the new CJS world of commercial contracts proved every bit as challenging as predicted for Hibiscus and other small charities in the voluntary sector. The sudden and unexpected announcement of the closure of HMP Holloway in November 2015 certainly added to the pressures.

Set against this backdrop, Hibiscus' achievements are even more impressive and a real testament to the resilience, commitment and determination of our Chief Executive and her excellent leadership, her management team, the front-line project workers and volunteers. Although some adverse impact was inevitable, it was limited. Plans for a new ant-trafficking initiative had to be deferred. We were grateful for City Bridge's understanding of the slight delay experienced in progressing the Bridge mentoring project funded by them.

The International Resettlement Team, working in the Yarl's Wood and Heathrow Immigration Removal Centres had a very good year. Positive feed-back from the Home Office highlighted the extent of their achievements in meeting the more onerous funding requirements, up-scaling the data collection and exceeding the demanding targets by a very large margin. The securing of a contract for 3 years of future funding from April 2016 adds a welcome stability to the project. The work goes beyond meeting targets though: the focus on improving experiences of detainees and those returning to home countries is also valued. A field trip to India was made in March 2016 as part of the important work to forge links, increase our understanding and to enhance the support available to those returning home. It was hugely touching to hear from a number of clients who made difficult journeys over hundreds of miles, determined to voice their appreciation of Hibiscus' support and the difference it had made to their lives.

## HIBISCUS INITIATIVES

(A company limited by guarantee not having a share capital and a registered charity)

### REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31 MARCH 2016

Although new initiatives within the Anti-Trafficking project were delayed this year, Hibiscus' ongoing work in this area is a vital and integral element of all our activities. Hibiscus' woman-centred approach and expertise in engaging and establishing trust with clients means that our project workers are well placed to help identify victims of trafficking. Numbers of potential victims identified amongst prisoners and detainees are rising: women who have been failed by the system that should identify and divert them at their first point of contact with the CJS or immigration systems. In Yarl's Wood for instance, in just a 3-month period from January 2016, 4 potential victims were identified and all but one granted temporary admission.

There is much to celebrate in the performance delivered by the Advocacy and Advice in Prisons project. Our contract with HMP Peterborough was extended and the value of our work highlighted by the Director: analysis of the data from their prisoner feedback evaluation showed clearly the positive impact Hibiscus had on the satisfaction, health and well-being of foreign nationals. This year marked the end of an era for Hibiscus' relationship with HMP Holloway; one that had lasted nearly 30 years. The out-going Governor expressed her appreciation, praising Hibiscus for its long track-record in delivering its "excellent service to women" and for its recent role in making the Holloway Hub such a success.

Hibiscus, alongside others in the London Women's Consortium, began delivery of the Through the Gate service in Holloway in May 2015. Perhaps inevitably, the challenge of negotiating and embedding radical systems change at speed, in an external landscape of rapid change and further budget cuts, proved greater than expected, creating additional pressures for both the Community Rehabilitation Company (CRC) and those engaged in service delivery. Clarifying contract requirements, work in scope and negotiating sign-off remained 'a work in progress' throughout the year. The sudden Holloway closure announcement in November had a profound impact on both prisoners and prison staff. The sense of shock, distress and mounting anxieties about the future created an extremely stressful work environment. Despite the uncertainties and sometimes an air of confusion and chaos, our project workers and volunteers remained resolute in keeping their focus on meeting the needs of the women, finding time to offer the same reassurance and support to prison staff too.

This was an impressive and important contribution, during a very difficult period. Hibiscus has begun making links with the prisons that will now hold London women and will look to continue the direct relationship now established with the London CRC. Mindful of the additional challenge faced in ensuring effective resettlement support for women now held at a much greater distance from home, Hibiscus aims to focus its efforts on using its specialist expertise to ensure that the many foreign national and migrant women for whom London is 'home' do not become 'lost' in the system.

This year the Community and Volunteering project strengthened its work in the community. The women worked with are mostly isolated, marginalised, cut adrift from their cultures and living in what can feel like alien and hostile surroundings. Many have experienced trauma and severe, multiple disadvantage. Their complex needs often require intensive casework and long term support that may well include repeat periods in custody. A caseload snapshot in late 2015 showed that 54% of our clients were women from Romania. Often contact with Hibiscus can help give some sense of 'belonging'; but limited resources have constrained what we can offer. That is now changing. Two new initiatives have enabled us to begin to broaden our impact and work in greater depth: giving us too the opportunity to benefit from working in partnership with funders. The Bridge Project, funded by City Bridge, will greatly increase our capacity to provide much needed ongoing support through volunteer mentors. Building on previous positive outcomes, funding from the Bell Foundation's Language for Change Programme offers a tangible way for our clients to improve life chances, particularly in the areas of social integration and employability, through improved language and literacy skills. Hibiscus' creativity in bringing women together to share and learn new skills has been met with a good response: the craft and skills training workshops held to date proving popular. We are already benefitting from Bell's help on the data capture and evaluation that will improve our capacity to better evidence impact and make the most of the potential for shared learning.

## **HIBISCUS INITIATIVES**

**(A company limited by guarantee not having a share capital and a registered charity)**

### **REPORT OF THE TRUSTEES**

**FOR THE YEAR ENDED 31 MARCH 2016**

#### **Plans for the future**

A strategic review in March-April 2016 was led by an external facilitator, participants included staff, volunteers, beneficiaries, funders and other stakeholders. The new strategic plan will inform future work direction and business plans.

In looking to the future, we began to prepare this year for the major step-change ahead that will see a real difference in how we work in the community and in what we are able to deliver. We were delighted to hear at the end of the financial year that our application to the Big Lottery Fund's Women and Girls Initiative had been successful: funding over the next 5 years to develop a Hub for foreign national, BMER and migrant women affected by the criminal justice and immigration systems in the London area. Ahead of that, in early 2016 we received a development grant to help us develop the proposal and give 'shape' to the Hub. Hibiscus has always sought and valued client feedback; but the new venture enables us to put our service users at the heart of the work, engaging them fully in the design of the Hub and the facilities and services the centre will offer. At last the marginalised women we support will have a place of their own: it will be their centre. The development work involved all of Hibiscus' staff and detailed consultation with women in prisons, Yarl's Wood and the community, together with input from facilitators to kick-start the work on securing the collaboration and partnerships with others that will ensure the comprehensive range of services and support needed. It was hugely exciting to end the year on such a positive note.

Non-financial support from Lloyds Bank Foundation will support our aim of achieving the PQASSO quality mark.

#### **Risk Management**

The Trustees consider that the main risk the charity faces is not being able to raise sufficient funds to continue providing its core services. The fundraising programme is continually reviewed and the Trustees are very aware of the necessity to ensure that the charity has sufficient reserves.

The Trustees have also examined other operational and business risks faced by the charity and can confirm that suitable measures have been taken, wherever possible, to mitigate any significant risks.

The finance and compliance subcommittee will review and update the risk register on a quarterly basis and report to the Board.

#### **Financial Review**

Income increased from £533,978 in 2014-15 to £735,389 in 2015-16 with increased grants from charitable funders for our work in the community and with an increase in sub-contracted work in prisons

Expenditure for the year was £611,317, an increase on the previous year's expenditure which was £581,008.

The achievements highlighted above are entirely due to the hard work, passion, commitment and dedication of all the staff and volunteers at Hibiscus. The trustees are, as ever, indebted to them. None of those achievements would have been possible without our funders: we are very grateful for all their support.

Our funders are as listed in notes 2 and 3 to the accounts

The total funds held at March 2016 were £287,272, of this £45,592 are restricted, £150,000 are designated and general funds stand at £91,680.

With the increase in the level of reserves Trustees have reviewed and re-designated reserves to set aside funds to meet financial obligations to staff and others in the unlikely event of the charity ceasing to exist. Other funds are set aside to meet potential costs outside the annual budget. See Note 19.

The Trustees have reviewed the income it is to receive in the year to 31 March 2016 and believe there will be sufficient income to pay all debts as they fall due and to retain the current level of reserves.

Financial procedures and processes are being reviewed by an external professional (funded by City Bridge Trust) with the aim of continuing to improve financial policies, procedures and expertise within the organisation.

## **HIBISCUS INITIATIVES**

**(A company limited by guarantee not having a share capital and a registered charity)**

### **REPORT OF THE TRUSTEES**

**FOR THE YEAR ENDED 31 MARCH 2016**

#### **Reserves Policy**

The Trustees aim to hold a level of reserves to a minimum of three months total operating costs so as to avoid a breakdown in provision of core services in adverse conditions.

Reserves will continue to be examined on a quarterly basis by the finance subcommittee who will make recommendations to the Board as appropriate.

#### **Structure, Governance and Management**

While day to day responsibility is delegated to the Chief Executive overall responsibility rests with the Board. Strategic decisions and those relating to conditions of employment for the Chief Executive are made by the Board.

The Chief Executive works closely with the Board and the senior management team. The Managers each manage a team of skilled staff and volunteers. Managers send regular reports on their projects' work to the Board.

Hibiscus' administrative structure and governance arrangements are a crucial part of the organisation: the 'engine' driving performance and keeping delivery on track. A new Head of Operations joined the Chief Executive's management team this year; the Business Plan helped to keep us focused; particular attention was paid to ensure staff's training and support needs were met; finance and procedures were reviewed and refined and IT improvements made to ensure the organisation remains fit for purpose).

#### **The Board of Trustees and Directors of the Company**

Selection and appointment of trustees is governed by the charity's Articles of Association. The organisation requires that all trustees have a clear understanding of the criminal justice system and the needs and issues surrounding women in prison, including foreign national prisoners, those held in immigration detention centres in the UK, those released from both prisons and detention centres into the community or returned back to their home countries, and issues surrounding trafficking and the phenomena of modern day slavery. In the year 2015-16, we were successful in recruiting additional trustees to ensure coverage of the full range of skills and experience needed for effective governance.

Vacancies on the Board are advertised appropriately including on our website

The Trustees during the year were as follows:

Elizabeth Hogarth	(Chair to 18 July 2016)
Geraldine McLeod	
Anne-Marrie Whittaker	
Helen Easton	
Anne Stephens	
Rachel Youngman	(appointed 2 November 2015, Chair from 18 July 2016)
Sara Khan	(appointed 2 November 2015)
Maggie Crisell	(appointed 2 November 2015)
Becky Shepherd	(appointed 6 April 2016)
Anna Frisina	(resigned 18 July 2016)
Sarah Leijten	(appointed 2 November 2015, resigned 18 July 2016)

## **HIBISCUS INITIATIVES**

**(A company limited by guarantee not having a share capital and a registered charity)**

### **REPORT OF THE TRUSTEES**

**FOR THE YEAR ENDED 31 MARCH 2016**

#### **Statement of Trustees' responsibilities**

The Trustees are required under the Charities Act 2011 to prepare financial statements for each year which give a true and fair view of the charity's financial activities during the year and of its financial position at the end of the year. In preparing financial statements giving a true and fair view, the Trustees should follow best practice and:

- (a) Select suitable accounting policies and apply them consistently
- (b) Observe the methods and principles in the charities SORP
- (c) Make judgements and estimates that are reasonable and prudent.
- (d) State whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements
- (e) Prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue in operation.

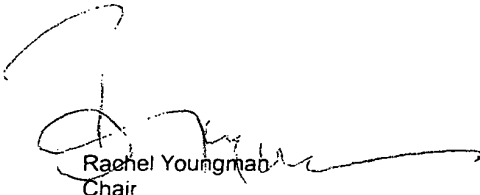
The Trustees are responsible for keeping accounting records which disclose with reasonable accuracy the financial position of the charity and which enable them to ensure that the financial statements comply with applicable law and regulations. They are also responsible for safeguarding the assets of the charity and hence for taking responsible steps for the prevention and detection of fraud and other irregularities. So far as each director is aware, there is no relevant information, defined as "information needed by the company's auditors in connection with preparing their report", of which the company's auditors are unaware; and each Trustee has taken all steps that she ought to have taken to make herself aware of any relevant matters and to ensure that the company's auditors are aware of such information. Such steps include making inquiries of other Trustees and auditors and other steps required by the Trustees duty to exercise due care and skill.

#### **Auditors**

The auditors, Myrus Smith have expressed their willingness to continue in office and a resolution proposing their re-appointment will be put to the forthcoming Annual General Meeting.

#### **Approval**

This report was approved by the Trustees on 31 August 2016 by order of the Trustees, signed on their behalf, by:



Rachel Youngman  
Chair



**Independent Auditor's Report to the MEMBERS of:  
HIBISCUS INITIATIVES  
(A company limited by guarantee and not having a share capital)**

We have audited the financial statements of Hibiscus Initiatives for the year ended 31 March 2016 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (effective January 2015) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

**Respective responsibilities of trustees and auditor**

As explained more fully in the Trustees' Responsibilities Statement on pages 5-6, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

**Scope of the audit of the financial statements**

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Trustees' Annual Report to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

**Opinion on financial statements**

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 December 2015 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice applicable to smaller entities; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

**Opinion on other matter prescribed by the Companies Act 2006**


In our opinion the information given in the Trustees' Annual Report for the financial period for which the financial statements are prepared is consistent with the financial statements.

**Independent Auditor's Report to the MEMBERS of:  
HIBISCUS INITIATIVES  
(A company limited by guarantee and not having a share capital)**

**Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies exemption from the requirement to prepare a strategic report or in preparing the Directors' Report.



S.A. Jones (Senior Statutory Auditor)  
For and on behalf of Myrus Smith  
Chartered Accountants and Statutory Auditor  
Norman House,  
8 Burnell Road,  
Sutton, Surrey.  
SM1 4BW

31 August 2016

**HIBISCUS INITIATIVES**  
(A Company limited by guarantee not having a share capital and a registered charity)  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**INCLUDING INCOME AND EXPENDITURE ACCOUNT**  
**FOR THE YEAR ENDED 31 MARCH 2016**

Company Number  
04533442

	Notes	Unrestricted funds £	Designated funds £	Restricted funds £	Total 2016 £	Total 2015 £
<b>Income from:</b>						
Donations and grants	2	1,300	-	140,750	142,050	46,826
Charitable activities	3	593,339	-	-	593,339	487,152
Investments		-	-	-	-	-
<b>Total</b>		<b>594,639</b>	<b>-</b>	<b>140,750</b>	<b>735,389</b>	<b>533,978</b>
<b>Expenditure on:</b>						
Raising funds	5	9,040	-	-	9,040	8,353
Charitable activities	6	501,293	-	100,984	602,277	572,655
<b>Total</b>		<b>510,333</b>	<b>0</b>	<b>100,984</b>	<b>611,317</b>	<b>581,008</b>
<b>Net income/(expenditure)</b>	4	<b>84,306</b>	<b>0</b>	<b>39,766</b>	<b>124,072</b>	<b>(47,030)</b>
Transfers between funds		(63,163)	63,163	0	-	-
<b>Net movement in funds</b>		<b>21,143</b>	<b>63,163</b>	<b>39,766</b>	<b>124,072</b>	<b>(47,030)</b>
Total funds brought forward		70,537	86,837	5,826	163,200	210,230
<b>Total funds carried forward</b>		<b>91,680</b>	<b>150,000</b>	<b>45,592</b>	<b>287,272</b>	<b>163,200</b>

There were no recognised gains or losses for 2015 and 2016 other than those included in the Statement of Financial Activities

The notes on pages 10 to 14 form part of these financial statements.

**HIBISCUS INITIATIVES**

(A Company limited by guarantee not having a share capital and a registered charity)

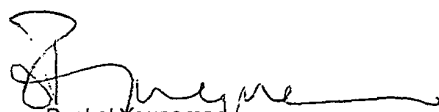
**BALANCE SHEET**

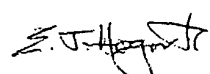
AS AT 31 MARCH 2016

Company Number  
04533442

	Notes	2016 £	2015 £
<b>Fixed Assets</b>			
Tangible assets	12	-	-
<b>Current assets</b>			
Debtors	13	155,943	86,491
Cash at bank and in hand	14	209,757	173,595
		<u>365,700</u>	<u>260,086</u>
<b>Creditors: amounts falling due within one year</b>	15	<u>78,428</u>	<u>96,886</u>
Net current assets		<u>287,272</u>	<u>163,200</u>
		<u>287,272</u>	<u>163,200</u>
<b>Net Assets</b>		<u>287,272</u>	<u>163,200</u>
<b>Income funds</b>			
Restricted funds	17	45,592	5,826
Unrestricted funds	18	91,680	70,537
Designated Funds	18	150,000	86,837
	20	<u>287,272</u>	<u>163,200</u>

The financial statements were approved by the Board on 31 August 2016 and signed on its behalf by:

  
Rachel Youngman  
Chair

  
Elizabeth Hogarth  
Trustee

The notes on pages 10 to 14 form part of these financial statements.

**1 Accounting policies**

**Basis of preparation**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Accounting applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2015) and the Companies Act 2006. Assets and liabilities are initially recognised at historical cost unless otherwise stated.

**Income recognition**

Items of income are recognised in the financial statements when all of the following criteria are met:

- the charity has entitlement to The funds;
- any performance conditions have been met or are fully within the control of the charity;
- there is sufficient certainty that receipt of the income is considered probable; and
- the amount can be measured reliably.

**Expenditure recognition**

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and that the amount can be measured reliably.

Expenditure is allocated to each activity where the costs relate directly to that activity. Support costs, including governance costs, that do not relate directly to any activity are apportioned to each activity on the basis of staff time.

Expenditure is included under the following headings:

- Raising funds which comprises the costs associated with attracting voluntary donations and grants.
- Charitable activities which comprises the costs associated with running the various activities, services and projects for the charity's beneficiaries.

**Fixed Assets and Depreciation**

Tangible fixed assets costing in excess of £1,000 are capitalised and stated at cost less accumulated depreciation. Fixed assets acquired for a specific project are expensed in the year of purchase.

Depreciation is provided so as to write off the cost of fixed assets at the following annual rates:

Office equipment	25% reducing balance
Computer equipment	25% straight line

**Fund accounting**

Unrestricted general funds are those funds which are freely available for use in furtherance of the objects of the charity.

Designated funds are unrestricted funds set aside by the trustees for particular purposes.

Restricted funds are those funds which can only be used in accordance with the wishes of the donor or which have been raised for a particular purpose.

**Leases**

Operating lease rentals are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

**HIBISCUS INITIATIVES**

(A Company limited by guarantee not having a share capital and a registered charity)

**NOTES TO THE ACCOUNTS (CONTINUED)****FOR THE YEAR ENDED 31 MARCH 2016****2 DONATIONS AND GRANTS**

Grant and donation income was received from the following sources:

	2016 £	2015 £
<b>Restricted Grants</b>		
Awards 4 All	9800	-
Big Lottery	7500	-
The Bell Foundation	51175	2,807
City Bridge Trust	42000	-
Esmee Fairbairn	10275	-
Lloyds Foundation	15000	-
Tudor Trust	5000	30,000
The Beatrice Laing Trust	-	5000
Anton Jurgens Charitable Trust	-	4000
The Albert Hunt Trust	-	2000
The South Square Trust	-	500
<b>Total restricted grants</b>	<b>140,750</b>	<b>44,307</b>
<b>Unrestricted Grants/donations</b>		
Donations	1,300	2,519
<b>Total unrestricted grants/donations</b>	<b>1,300</b>	<b>2,519</b>
<b>Total grants/donations</b>	<b>142,050</b>	<b>46,826</b>

**3 INCOME FROM CHARITABLE ACTIVITIES**

	2016 £	2015 £
<b>Contract income receivable</b>		
HMP Dover	19,302	-
HMP Holloway	-	25,000
HMP Peterborough	61,191	55,408
Praxis	3,500	-
Women In Prison - TTG	107,346	-
Home Office	400,000	404,744
	<b>591,339</b>	<b>485,152</b>
<b>Other income/donations</b>	<b>2,000</b>	<b>2,000</b>
<b>Total income from charitable activities</b>	<b>593,339</b>	<b>487,152</b>

All income from charitable activities in 2015 and 2016 was unrestricted.

**HIBISCUS INITIATIVES**  
**(A Company limited by guarantee not having a share capital and a registered charity)**  
**NOTES TO THE ACCOUNTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2016**

<b>4 OPERATING SURPLUS (DEFICIT)</b>			<b>2016</b>	<b>2015</b>
			<b>£</b>	<b>£</b>
Operating deficit is stated after charging				
Auditors' fee			<u>2,500</u>	<u>2,500</u>
Depreciation of tangible fixed assets (note 12): Owned			<u>-</u>	<u>-</u>
<b>5 COST OF RAISING FUNDS</b>			<b>£</b>	<b>£</b>
	<b>Direct costs</b>	<b>Support costs</b>	<b>Total 2016</b>	<b>Total 2015</b>
Fundraising activities	<u>9,040</u>	<u>-</u>	<u>9,040</u>	<u>8,353</u>
All of the expenditure in 2015 and 2016 was unrestricted.				
<b>6 COST OF CHARITABLE ACTIVITIES</b>			<b>£</b>	<b>£</b>
	<b>Direct costs</b>	<b>Support costs</b>	<b>Total 2016</b>	<b>Total 2015</b>
Support and advocacy to foreign nationals affected by the criminal justice and immigration systems	<u>507,288</u>	<u>94,988</u>	<u>602,277</u>	<u>572,655</u>
Of the £572,655 expenditure in 2015, £500,962 was charged to unrestricted funds and £71,693 was charged to restricted funds.				
<b>7 ANALYSIS OF DIRECT COSTS</b>			<b>£</b>	<b>£</b>
			<b>Total 2016</b>	<b>Total 2015</b>
Wages and salaries			391,230	320,850
Staff travel UK			29,567	23,677
Staff training and conferences			12,518	3,893
Overseas resettlement and travel			29,944	40,808
External consultancy			20,688	14,613
Other direct costs			<u>23,342</u>	<u>36,514</u>
			<u>507,288</u>	<u>440,356</u>
<b>8 ANALYSIS OF SUPPORT COSTS</b>			<b>£</b>	<b>£</b>
			<b>Total 2016</b>	<b>Total 2015</b>
Office costs			45,800	88,282
Premises costs			41,420	40,896
Governance costs (note 9)			<u>7,768</u>	<u>3,122</u>
			<u>94,988</u>	<u>132,300</u>
<b>9 GOVERNANCE COSTS</b>			<b>£</b>	<b>£</b>
			<b>Total 2016</b>	<b>Total 2015</b>
Audit fees			2,500	2,500
AGM/Annual review			4,865	400
Committee meetings			<u>403</u>	<u>222</u>
			<u>7,768</u>	<u>3,122</u>
<b>10 TRUSTEE &amp; MANAGEMENT COMMITTEE EXPENSES</b>				

During the year there were no payments made to Trustees in respect of expenses or fees (2015: £nil)

**HIBISCUS INITIATIVES****(A Company limited by guarantee not having a share capital and a registered charity)****NOTES TO THE ACCOUNTS (CONTINUED)****FOR THE YEAR ENDED 31 MARCH 2016****11 STAFF COSTS**

Total staff wages for the year excluding national insurance was £365,422 (2015: £303,156)

Total social security costs for the year were £34,849 (2015: £26,046)

The number of employees during the year based on full time equivalents was fourteen (2015: nine)

There were no employees with emoluments exceeding £60,000 (2015: none)

The charity does not operate its own pension fund and did not contribute to the personal pension plans of any employees (2015: nil)

None of the Trustees or members of the Management Committee received any emoluments during the year. (2015: nil)

**12 Tangible Fixed Assets**

	Office Equipment £	2016 Total £
Cost		
At 1 April 2015	23,834	23,834
At 31 March 2016	23,834	23,834
Depreciation		
At 1 April 2015	23,834	23,834
At 31 March 2016	23,834	23,834
Net book value		
At 31 March 2016	-	-
At 31 March 2015	-	-

**13 DEBTORS**

	2016 £	2015 £
Rent deposit	3,260	3,260
Other debtors - voluntary income	10,000	-
Other debtors - contract income	139,738	82,195
Prepayments	2,945	1,036
	<u>155,943</u>	<u>86,491</u>

**14 CASH AT BANK**

	2016 £	2015 £
Bank current account	208,103	170,319
Bank deposit accounts	738	1,076
Cash in hand	916	2,200
	<u>209,757</u>	<u>173,595</u>

**15 Creditors: amounts falling due within one year**

	2016 £	2015 £
Trade creditors	30,255	34,386
Sundry creditors and accruals	12,898	32,500
Income in advance	35,275	30,000
	<u>78,428</u>	<u>96,886</u>



# HIBISCUS INITIATIVES

(A Company limited by guarantee not having a share capital and a registered charity)

## NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2016

### 16 OPERATING LEASE COMMITMENTS

At 31 March 2016 the company had annual commitments of £39,188 (2015: £39,188) for rent of premises under non-cancellable operating leases which expire within five years.

### 17 RESTRICTED FUNDS

The funds of the charity include restricted funds comprising the following unexpended balances of grants held on trust to be applied to specific purposes:

	Balance at 1 Apr 15	Income	Expenditure	Balance at 31 Mar 16
	£	£	£	£
The Bell Foundation	-	51,175	47,583	3,592
Awards 4 All	-	9,800	-	9,800
Big Lottery	-	7,500	7,500	-
City Bridge Trust	-	42,000	31,310	10,690
Esmee Fairbairn	5,826	10,275	6,977	9,124
Lloyds Foundation	-	15,000	2,614	12,386
Tudor Trust	-	5,000	5,000	-
	<u>5,826</u>	<u>140,750</u>	<u>100,984</u>	<u>45,592</u>

### 18 GENERAL FUNDS

	Balance at 1 Apr 15	Income	Expenditure/ transfer	Balance at 31 Mar 16
	£	£	£	£
Unrestricted funds	70,537	594,639	573,496	91,680
Designated funds ( Note 19)	86,837	-	-63,163	150,000
	<u>157,374</u>	<u>594,639</u>	<u>510,333</u>	<u>241,680</u>

### 19 DESIGNATED FUNDS

The following funds have been set aside out of general funds by the Trustees.

	2016 £	2015 £
Contractual obligations and wind down costs	80,000	14,403
Training and professional development	15,000	10,000
Overseas study trips	15,000	21,000
Research & Development	15,000	20,000
Communication and PR	20,000	21,434
Exceptional need	5,000	-
	<u>150,000</u>	<u>86,837</u>

### 20 ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Tangible Fixed Assets	Net Current Assets	Total
	£	£	£
General Fund	-	91,680	91,680
Designated Fund	-	150,000	150,000
Restricted Funds	-	45,592	45,592
	<u>-</u>	<u>287,272</u>	<u>287,272</u>